

TITLE: Issuance of Paper License and Permit

The Hawaii Teacher Standards Board (HTSB) approves the following policy regarding printing of paper licenses and permits:

Effective July 1, 2011, the Hawaii Teacher Standards Board will provide licenses and permits as an online view at www.htsb.org. The online record is the official record of the license issued by the Board. Once a license has been approved at a regular monthly meeting of the Board, it is official and the online record may be used for official verification purposes. Authority for this action is found in the Board's Administrative Rules, §8-54-15:

Electronic capture of documents. As part of the board's implementation of its on-line licensing and relicensing system, electronic records of the board as may be certified by the custodian of records, shall constitute the official business records of the board.

The Board takes this action to streamline the licensing process and save printing and postage costs. Licensed individuals will be able to print copies of their license from their online record. Because an individual can print copies of their own license, there will not be a need for the Replacement License process as of July 1, 2011.

Submitted by: Terry Lynn Holck

Referred to: Teacher Standards Committee